

5 December 1950

MEMORANDUM FOR: Chief,
Chief,
Chief,
Chief,
Chief,



25X1

SUBJECT: Official Correspondence

1. Attached is a copy of a memorandum dated 27 November 1950 from the Executive, Subject: "Official Correspondence".

2. It is requested that the contents of this memorandum be communicated to all employees under your jurisdiction whose responsibilities include the handling of correspondence, and the contents thereof will be complied with in all instances. Wherever possible, within Administrative Services, letters of acknowledgement should be prepared for the signature of the individual who will sign the final reply.

W. A. PHEL

Chief, Administrative Services

Attachment

cc: Mrs. [Redacted], Admin. Files
Mr. [Redacted] Records Control
Mr. [Redacted] 1 & Couriers
Mr. [Redacted] Machine Records
Mr. [Redacted] Graphics

25X1A9A

Chrono
Directive file

Procedure file ✓

Document No. 26
NO CHANGE in Class. ☒
☐ DECLASSIFIED
Class. CHANGE ☐ TS S O
Auth. DDA Memo, 4 Apr 77
Auth. DDA REG. 77/1763
Date: 6-1-1978 By: [Redacted]

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